Quick Start Guide: Vaccines.gov Flu Vaccine Reporting - Add Vaccine Flow

Who should use this guide:

- Providers and jurisdictions who have already onboarded to the COVID-19 vaccine program.
- You want to add flu vaccine stock status to your location or locations.

Note: Providers and jurisdictions are not required to report on-hand inventory doses of flu vaccines. Locations that carry flu vaccines are encouraged to report stock status (in stock, out of stock). Please update flu vaccine stock status at least every two weeks.

Visit https://vaccines.gov/covid-provider-resources for more training videos and guides. For support, contact the CARS Helpdesk at CARS_HelpDesk@cdc.gov or 1-833-748-1979 (M-F, 8am – 8pm ET).

Step-by-step instructions

Login

1. Login to your COVID Locating Health account at https://covid.locating.health/login.



Login tips:

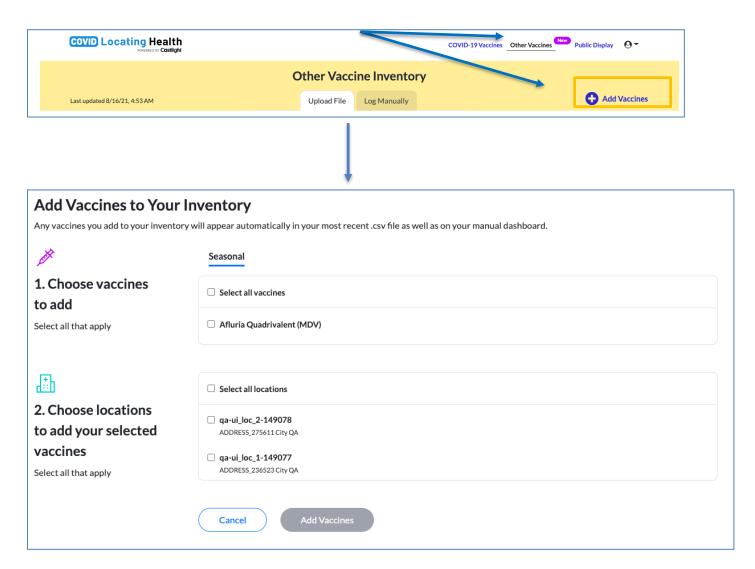
- Your username is the email address you used to register for VaccineFinder.
- If you forget your password, click the "Forgot Password?" link to reset your password.

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Navigate to the Other Vaccines Tab and Add Vaccines

2. Select the Other Vaccines tab and the Add Vaccines button under Other Vaccine Inventory. You will see the screens below.



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Select flu vaccines and locations

From this screen you can select the vaccine(s) and specify which locations where the new vaccines should be added. You can select all, or choose individual vaccines/ locations.

3. Select vaccine(s).

Select All

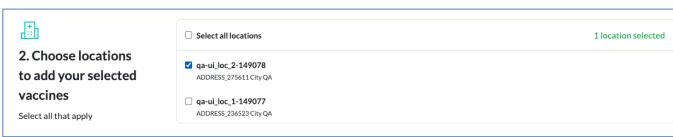


4. Select location(s).

Select All



Select Invidual

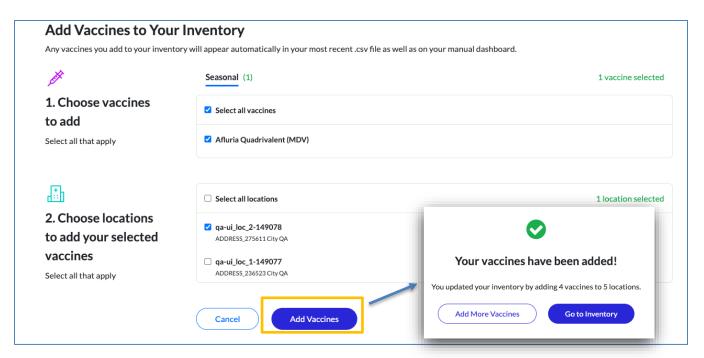


Add flu vaccines to your location(s)

5. Select Add Vaccines to save your selections

To save your vaccine selection select the Add Vaccines button at the bottom of the page. You can also select Cancel at any time to return to the Other Inventory Screen.

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Once you add vaccines, they will automatically appear on the Other Inventory *Log Manually* page and in both the blank template and your most recent file downloadable from the Other Inventory *Upload File* page.

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